



JUVENILE REHABILITATION ADMINISTRATION  
PO BOX 45720  
OLYMPIA WA 98504-5720  
**JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT (JAIBG)**  
**UNIT OF LOCAL GOVERNMENT (ULG)**  
**APPLICATION**  
**2002-2004 Grant Period**

Budget profile for:

- ☐ Regular Allocation  
☐ Competitive

**Please check only one.**

Submit separate applications for each grant type checked.

1. UNIT OF LOCAL GOVERNMENT	2. FEDERAL IDENTIFICATION NUMBER	3. ULG-JAIBG CONTACT PERSON'S NAME	
4. CONTACT PERSON'S ADDRESS		CITY	STATE ZIP CODE
5. CONTACT PERSON'S TELEPHONE NUMBER (INCLUDE AREA CODE)		6. CONTACT PERSON'S FAX NUMBER (INCLUDE AREA CODE)	
7. ULG-JAIBG BUSINESS MANAGER/ACCOUNTANT'S NAME			
8. BUSINESS MANAGER/ACCOUNTANT'S ADDRESS		CITY	STATE ZIP CODE
9. BUSINESS MANAGER/ACCOUNTANT'S TELEPHONE NO. (AND AREA CODE)		10. BUSINESS MANAGER/ACCOUNTANT'S FAX NUMBER (AND AREA CODE)	
11. PROGRAM TITLE			
12. PURPOSE AREAS ADDRESSED		13. PROGRAM DURATION (IN MONTHS)	ANTICIPATED START DATE
14. BRIEF PROGRAM DESCRIPTION			

**BUDGET SUMMARY**

Enter totals below from attached budget detail sheets for each budget category.  
 Up to 10% of the total ULG JAIBG funds available (Box 16.d.) may be used for administration.  
 JAIBG funds may be used to supplement existing funds for program activities and not replace those funds which have been appropriated for the same purpose.  
 The required ULG cash match (Box 16.e.) must be at least 10% of the TOTAL PROGRAM COST (Box 15.j.) A 50% cash match is required for construction projects.  
 If this is a competitive application for additional JAIBG funds (related to collaboration with less than \$5,000 towns), indicate the proposed additional JAIBG funds in Box 16.c. The required cash match must be at least 10% of the TOTAL PROGRAM COST (Box 15.j.) for these funds. A 50% cash match is required for construction projects.

15. BUDGET CATEGORY	AMOUNT	16. SOURCE OF FUNDS	AMOUNT	PERCENT
a. Personnel and benefits		a. Original JAIBG allocation		
b. Contractual services		b. JAIBG funds waived from other ULG		
c. Travel				
d. Supplies		c. Proposed competitive JAIBG funds		
e. Equipment				
f. Construction				
g. Other Goods and Services				
h. Total direct costs		d. Total JAIBG funds		
i. Administrative costs				
		e. ULG required cash match		
j. TOTAL PROGRAM COST		f. TOTAL PROGRAM FUNDS		

AUTHORIZED ULG SIGNATURE	TITLE	DATE
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## ULG Application

### BUDGET DETAILS: PERSONNEL AND BENEFITS

This category is for services rendered by all personnel employed by the project. Costs incurred include salaries, benefits, uniforms, and special clothing.

**SALARIES AND WAGES:** Payment for personal services rendered in accordance with rates, hours, terms and conditions as authorized by law or stated in employment contracts.

**OVERTIME, HAZARDOUS DUTY, ETC.**

**PERSONAL BENEFITS:** FICA, retirement, insurance, etc.

**UNIFORMS AND CLOTHING:** Only uniforms for special clothing required by the nature of the employment and paid for by the employer may be listed.

**NOTE:** Project funds may not be used to pay a percentage of the compensation of any person who was employed by the implementing agency before the project starting date without prior specific authorization for the department separate from the grant approval. Specific authorization is not required if a person currently employed by the applicant or the implementing agency is transferred from his/her prior position to the project if the transfer creates a personnel vacancy to be filled by hiring a new employee.

LIST POSITION TITLED	ANNUAL SALARY	PERCENT OF TIME TO PROJECT	TOTAL
CATEGORY TOTAL			

### JUSTIFICATION AND EXPLANATION

Justify all positions terms of days and/or hours required to support the Juvenile Crime Enforcement Plan. Calculate fringe benefits for each position or class of positions. Identify if the position is a continued JAIBG funded position, from prior JAIBG grant awards, or if the position is a new position.

## ULG Application

### BUDGET DETAILS: CONTRACTUAL SERVICES

The following types of personal services may be contracted:

## EVALUATION/RESEARCH

## LEGAL

## ACCOUNTING

## MEDICAL AND HEALTH SERVICES

## AUDITING

## SOCIAL SERVICES

## DATA PROCESSING

ITEMIZED LISTING	UNIT DESCRIPTION (HRS/DAYS/TASK)	COST PER UNIT	TOTAL
CATEGORY TOTAL			

### JUSTIFICATION AND EXPLANATION

Justify all personal services contracts related to the Juvenile Crime Enforcement Plan. Include the method of selecting contractors.

## ULG Application

### BUDGET DETAILS: TRAVEL

Travel costs are for domestic travel. Contractors may follow their own established rate for staff travel as long as the rate does not exceed the allowable state rate.

You can obtain current allowable state rates at:

<http://www.ofm.wa.gov/policy/color1001.pdf> (for use with travel inside Washington State)

<http://www.ofm.wa.gov/policy/1090a.pdf> (for use with travel outside of Washington State)

The allowable state rate for mileage will be used. Air fare should be the lowest coach fare.

ITEMIZED LISTING	UNIT DESCRIPTION (MILES/DAYS/AIRFARE)	COST PER UNIT	TOTAL
CATEGORY TOTAL			

### JUSTIFICATION AND EXPLANATION

Justify all travel costs in terms of the Juvenile Crime Enforcement Plan.

## ULG Application

### BUDGET DETAILS: SUPPLIES

This category is for articles and commodities which are consumed or materially altered when used. The following are types of supplies.

**OFFICE SUPPLIES:** For example, office stationery, forms, small items of equipment, and maps, films, books, periodicals, and tapes.

**OPERATING SUPPLIES:** For example, chemicals, drugs, medicines, laboratory supplies, cleaning and sanitation supplies, food for human consumption, fuel, household and institutional supplies, and clothing.

**REPAIR AND MAINTENANCE SUPPLIES:** For example, building materials and supplies, paints and painting supplies, plumbing supplies, electrical supplies, motor vehicle repair materials and supplies, other repair and maintenance supplies, and small tools.

**(NOTE:** Monthly ER&R and maintenance fees, which are paid within your ULG, are not considered supplies. These costs should be accounted for under the BUDGET DETAIL for OTHER GOODS AND SERVICES.

ITEMIZED LISTING	UNIT DESCRIPTION (PER BOX,/EACH/GALLON)	COST PER UNIT	TOTAL
CATEGORY TOTAL			

### JUSTIFICATION AND EXPLANATION

Justify supplies in terms of the Juvenile Crime Enforcement Plan.

## ULG Application

### BUDGET DETAILS: EQUIPMENT

This category is for nonexpendable outlays which result in the acquisition of, rights to, or additions to fixed assets, other than structures. The following are some of the types of charges under this category.

**MACHINERY AND EQUIPMENT:** For example, communications equipment (typewriter, microcomputer), janitorial; laboratory, office furniture and equipment, heavy duty work equipment, and other machinery and equipment. Some equipment purchases may require prior federal approval.

**NOTE:** Exclude small tools as they are not considered Equipment. These cots should be accounted for under the BUDGET DETAIL for SUPPLIES.

ITEMIZED LISTING	UNIT DESCRIPTION	COST PER UNIT	TOTAL
CATEGORY TOTAL			

### JUSTIFICATION AND EXPLANATION

Justify all items of nonexpendable property budgeted under the Capital Outlay as essential to achieve the Juvenile Crime Enforcement Plan. The methods of estimating or calculating costs must be given, e.g., "price quoted for microcomputer is the lowest of three competitive bids obtained."

## ULG Application

### BUDGET DETAILS: CONSTRUCTION

This category is for construction costs related to projects identified in the Juvenile Crime Enforcement Plan.

ITEMIZED LISTING	UNIT DESCRIPTION	COST PER UNIT	TOTAL
CATEGORY TOTAL			

### JUSTIFICATION AND EXPLANATION

Justify construction in terms of the Juvenile Crime Enforcement Plan.

## ULG Application

### BUDGET DETAILS: ADMINISTRATIVE COSTS

This category is for indirect costs of administering the grant program and services. Examples of Administrative Costs could be portions of overhead costs such as administrative personnel, postage, facility, communication, etc.

ITEMIZED LISTING	UNIT DESCRIPTION	COST PER UNIT	TOTAL
CATEGORY TOTAL			

### JUSTIFICATION AND EXPLANATION

Justify administrative costs in terms of the Juvenile Crime Enforcement Plan. Include the method used to calculate the cost of each item.



## ULG Application

### **BUDGET DETAILS: OTHER GOODS AND SERVICES**

This category is for goods and services not described in the previous budget categories which are for monthly intergovernmental charges directly related to the JAIBG program (such as charges for ER&R, Maintenance, IS, etc.).

ITEMIZED LISTING	UNIT DESCRIPTION (WEEKLY/MONTHLY)	COST PER UNIT	TOTAL
CATEGORY TOTAL			

### JUSTIFICATION AND EXPLANATION

Justify other goods and services in terms of the Juvenile Crime Enforcement Plan.